

# Colegio Ponceño

## PROCUREMENT POLICY



Approved by:  
Board of Directors  
9/1/2023

Amendments:  
6/6/2025

# PROCUREMENT POLICY

## 1. PURPOSE OF POLICY

The overall purpose of procurement regulations is to ensure that the school gets the highest quality of desired goods and services at the best price possible. Further, the regulations are aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to all staff involved in the procurement process and to all types of procurement.

## 2. PROCUREMENT PLANNING

Procurement planning is part of the annual budgeting process. Each department is responsible for planning his/her project's estimated procurement needs on an annual basis, which indicates the items to be bought in the year accompanied by a price or cost analysis.

## 3. CONTROLS ON PROCUREMENT

Colegio Ponceño will request a minimum of two estimates or quotes for the acquisition of services and or goods when using micro or small purchase procedures. No sole source selection may be made for contracts above \$250,000.

In the event of an emergency or a disaster to be able to resume operations as soon as possible, the President of the Board of Directors, in agreement with the school Executive Director may decide with a single quote for goods and services procured during incident periods as defined by FEMA. The duration of such services lasts until reasonably necessary to procure through micro and small purchase procedures, or with an RFP.

Post-selection or purchase, it is the responsibility of the assigned Colegio Ponceño representative to verify that the following have been validated:

1. That the correct quantity has been received and signed.
2. That the quality and price of goods is as agreed.
3. That all goods delivered have been securely and inventory records appropriately updated.
4. That the delivery note is checked and forwarded to the account's office.
5. Purchases under petty cash must not exceed the maximum amount established and documented by the financial officer or the accountant.

From procurement planning to contract management, all records including communication regarding procurement must be saved in an identified electronic share file identified by the President of the Board of Directors. The President of the Board of Directors will choose a single point of contact regarding each procurement for which potential bidders may pose clarifying questions and keep the procurement process on schedule.

#### 4. VENDOR SELECTION

Careful selection of vendors should be made to ensure that the best possible value, quality and delivery time available within the market is obtained. The following set of criteria is essential for deciding on the choice of vendors and some may be excluded or weighed more than others specific to each procurement:

- Price as part of value
- Experience
- Approach to services
- Quality of goods/services.
- Availability of goods/services within the required delivery time.
- After-sales services, including availability of parts/supplies.
- No conflicts of interest

Price alone should not dictate the selection of a vendor, however in the case of construction, it should be the highest scoring component after consideration of responsibility and responsiveness. The best value and the selection of the most responsible and responsive bidder should be selected. Colegio Ponceño promotes open and free competition among potential vendors and complies with the Uniform Administrative Requirements related to procurement (2 CFR 200.317-327) This will be achieved by obtaining quotes or competitive proposals from qualified suppliers, in accordance with the following guidance:

Description	Threshold	Summary Procedure	Authorized Representative / Division
<b>Micro-Purchases</b>	Max of \$10,000.00.	Select from a list of available vendors / providers. Evaluate that costs are reasonable. Maintain the record of selection and cost analysis process.	Executive Director
<b>Small Purchases</b>	From \$10,001.00. or Max of \$250,000.00.	Select from at least three (3) quotes from different vendors / providers. Evaluate that costs are reasonable. Maintain the record of selection and cost analysis process.	Board of Directors
<b>Request for Proposal</b> “Formal RFP” with seal bids.	From \$250,001.00 or more.	Publish the Formal RFP to the public. Select from at least two (2) sealed bids. Perform cost or price analysis before publication of the RFP.	Board of Directors
<b>Sealed bids for construction</b>	From \$250,001.00 or more	Publish a bid solicitation with criteria that emphasizes price, but a bidder must also be the most responsive and responsible bidder.	Board of Directors

#### **4. CONSTRUCTION SEALED BIDS**

For any construction over \$250,000, a bid solicitation must be published for an adequate amount of time to allow for the greatest competition. If the anticipated contract is supported with Federal funding, all Federal clauses must be included in bid solicitation as well as the contract. A bid bond, performance bond, and payment bond must be included in any contract and bid solicitations should alert prospective bidders to this requirement. A public bid opening must be offered and will typically take place within the next hour of the submission deadline.

Colegio Ponceño will select the lowest bidder that is also the most responsive and responsible bidder. Meaning, the bid must be the most responsive to the needs of the school and the bidder must demonstrate a successful track record as a responsible vendor, must be registered in SAM.gov if contract is Federally supported, and not be suspended or disbarred. The responsive and responsibility factors are evaluated first before price.

#### **5. RFP PROCEDURES**

RFPs must be clearly written and include a scope of work that makes clear the technical specifications required by Colegio Ponceño. The RFP must identify the type of contract (e.g., time and materials or firm fixed price) that will be executed upon the selection of a vendor. At no time should a vendor create the scope of work where they may be a bidder. The RFPs must provide the opportunity to pose questions by bidders. RFPs must include requirements that bidders take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Scoring criteria must be included in the RFP. Email is the preferred method for submission of proposals. Colegio Ponceño must obtain a market estimation on price of cost of goods before publishing an RFP. This can be accomplished through internet market research or seeking costs or rates from other entities that recently paid for similar goods and services.

Once an RFP has been published, no communication regarding the RFP with potential vendors may take place until after a selection has been made. The only exception is the communication process prescribed in the RFP to clarify the RFP for potential bidders.

For RFPs, the Executive Committee by vote will organize a selection panel to score the bids. Such a panel may or may not include other board members and may include experts from industry that have no actual or perceived conflicts of interest.

All bids must be sealed and only opened after the submission due date with at least one witness.

The selection panel must score bids and keep notes of their scoring to be included in the bid tabulation. The Board of Directors must select the highest scoring bidder or make no selection based upon the scoring from the selection panel. This documented process will form the "bid tabulation and selection." Bidders as well as proposal reviewers and selection officials shall have no conflicts of interest whether real or perceived.

## **6. CONTRACT PROVISIONS**

For contracts that are federally supported, the federal contract clauses must be included in contracts and can be found at: [Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards \(fema.gov\)](#). Some federal contract clauses will vary slightly depending upon the federal supporting department or agency.